



INTERNSHIP APPLICATION

United States Senator Mel Martinez - Florida

INTERNSHIP APPLICATION

INTERNSHIP INFORMATION

Internship Overview

Senator Martinez's internship program provides college students with the unique opportunity to experience our government first hand. Over the course of the program, the interns become an integral part of the office. The internship program is designed to provide the knowledge, skills, and tools that will assist an intern in all future professional endeavors.

The office of Senator Martinez places high expectations on the quality of work produced by an intern. Interns are expected to perform a wide variety of duties including: answering constituent phone calls, handling incoming and outgoing mail, drafting memos and response letters, and assisting the staff on special projects. Washington office interns also perform legislative research, attend hearings, and conduct Capitol tours; State office interns assist with constituent services, outreach, and local events. We welcome applicants who are motivated, devoted to public issues, dedicated to their schoolwork and self-starters. Preference is given to Florida residents.

Internships are available in our Washington, D.C. and State offices.

To apply, please fax or mail the following information to either the Washington office or the appropriate state office. A completed application must be received by the application deadlines in order to be considered for an internship position.

Application deadlines are as follows:

- ❖ Spring Session: November 1st
- ❖ Summer Session I: March 1st
- ❖ Summer Session II: March 1st
- ❖ Fall Session: July 1st

* Note: these dates are for Washington, D.C. applicants. State offices will accept applications on a rolling basis.

A completed application requires all of the following:

- ❖ Application form
- ❖ One page cover letter explaining why you would like to intern for Senator Mel Martinez
- ❖ Current resume
- ❖ Three letters of recommendation
- ❖ College transcript or a listing of current grades

Please note that Senate internships are unpaid. However, Senate rules allow candidates to apply for financial assistance from appropriate outside sources. However, Senate rules require that receiving financial funding from an outside source does not create a conflict of interest with your Senate work. Receiving academic credit from your internship is dependant on your University or College. We will assist you in providing the appropriate information at the school's request.

SESSION

Please check the session you are applying for:

_____ Fall _____ Spring _____ Summer I _____ Summer II
(Sept – Dec) (Jan – May) (May – Jun) (Jul – Aug)

PERSONAL INFORMATION

Name: _____

First

Middle Initial

Last

Current Address: _____

Current Phone #: _____

Email Address: _____

Social Security: _____ Birth date: _____ Gender: M or F

Parent or Guardian's Name: _____

Permanent Address: _____

Phone #: _____ Alternate #: _____

ACADEMIC INFORMATION

College or University: _____

Degree: _____ Expected year of Graduation: _____

Major/Minor: _____ Grade Point Average: _____

OBJECTIVES

What are your career aspirations?

List and/or describe any special skills that may not be apparent from your resume.

Have you had any previous political/campaign/government experience?

What are your areas of interest?

REFERENCES

Please list the 3 individuals, not related to you, who will be writing your recommendation letters:

Name and Position: _____

Phone Number: _____ Email: _____

Name and Position: _____

Phone Number: _____ Email: _____

Name and Position: _____

Phone Number: _____ Email: _____

AVAILABILITY

Please indicate the days and times you are available:

From (date): _____ to (date): _____ / M T W Th F / _____ am/pm to _____ am/pm

INTERVIEW

The selection process for an internship with the Office of Senator Martinez is competitive. An interview may be required as part of the process. It is recommended that you complete this application as soon as possible so we can schedule accordingly.

SUBMISSION

Please send completed applications to the appropriate office:

Washington, DC Office:

Office of Senator Mel Martinez
Attn: Intern Coordinator
356 Russell Senate Office Building
Washington, DC 20510-0906
Main (202) 224-3041
Fax (202) 228-5172

Orlando State Office:

Office of Senator Mel Martinez
Attn: Intern Coordinator
315 East Robinson Street, Suite 475
Orlando, Florida 32801
Main (407) 254-2573
Fax (407) 423-0941

Jacksonville Office:

1650 Prudential Drive, Suite 220
Jacksonville, Florida 32207
Main (904) 398-8586
Fax (904) 398-8591

Miami Office:

800 Douglas Road, Suite 148
Coral Gables, Florida 33134
Main (305) 444-8332
Fax (305) 444-8449

Tampa Office:

3802 Spectrum Boulevard, Suite 106
Tampa, Florida 33612
Main (813) 977-6450
Fax (813) 977-228-5171

Pensacola Office:

1 N. Palafox St., Suite 159
Pensacola, FL 32502
Main (850) 433-2603
Fax (850) 433-6593

Fort Myers Office:

2120 Main Street, Suite 200
Fort Myers, FL 33901
Main (239) 332-3898
Fax (239) 332-3447

Palm Beach Gardens:

7711 N. Military Trail, Suite 1014
Palm Beach Gardens, FL 33410
Main (561) 842-8300
Fax (561) 842-8949